

ARRIVAL AND DISMISSAL PROCEDURES

Enclosed are tags for the students.

- **Bus identification tag** for children who take the bus to school. Please attach this tag to your child's backpack using a plastic tie or string. This will help us get children onto the correct bus each afternoon.

ARRIVAL PROCEDURES

The school day begins promptly at 9:00 a.m. In order to ensure proper supervision, children should not arrive before 8:50 a.m.

WALKERS: Parents who walk or drive their child to school may utilize the bus circle located at the main entrance in front of the building (please use a "Kiss-and-Go" procedure to alleviate congestion). If you walk your child to school and need to drop a child at Sparke first, you can then walk across the campus and bring your older child to the side entrance at Stokes, which is the door closest to Sparke.

BUSES: After dropping Kindergarten and Grade 1 students at Sparke, the buses will proceed to Stokes where each bus will be met by a staff member and the children will be escorted into the building.

DISMISSAL PROCEDURES

At the end of each day, students who take the bus will be lined up in the gymnasium or general purpose room. They will be escorted to their designated bus by a staff member.

Students who walk to school will exit the building through the main entrance at 3:10. The classroom teacher will dismiss their students to ensure that the child is released to his/her parent or designated person.